

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Dept. of Veterans Affairs
1227 O Street Room 418 TEC
Sacramento, CA 95814



Employee Name	<u>JOHNSON, THOMAS</u>
Expense Dates	<u>02/06/09-03/19/09</u>
Total Expense Amount	<u>1028.22</u>
Amount Due Employee	<u>747.48</u>
Form ID	<u>TEA000412001</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/07	Lodging	97.00	
2)	03/18	Lodging	108.55	
3)	03/19	Gasoline	9.38	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

ROGER L BRAUTIGAN

Travel & Expense Account Summary

Employee Name THOMAS JOHNSON
Expense Dates 02/06/09-03/19/09
Report Name February and March 2009

Request Total \$ 1028.22
Direct Charge Total - 280.74
Travel Advances - 0.00
Net Due Employee = **747.48**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Cabazon	420.67
Regular Travel	Reagan	305.45
Regular Travel	Gold Star	100.80
Regular Travel	Fisher House	201.30

NOTE: (d)=Direct Charge

DATE	Fri Feb 6									TOTAL
Mileage, Personal Auto	201.30									201.30
TOTALS \$	201.30									201.30

DATE	Thu Feb 26									TOTAL
Mileage, Personal Auto	96.80									96.80
Bridge Tolls	4.00									4.00
TOTALS \$	100.80									100.80

DATE	Sat Mar 7	Sun Mar 8								TOTAL
Mileage, Personal Auto	104.50	103.95								208.45
Lodging	97.00									97.00
TOTALS \$	201.50	103.95								305.45

Travel & Expense Account Summary

DATE	Wed Mar 18	Thu Mar 19								TOTAL
Commercial Air Fare (d)	138.60	101.50								240.10
Lodging	108.55									108.55
Auto Rental (d)		40.64								40.64
Gasoline		9.38								9.38
Breakfast		6.00								6.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
TOTALS \$	247.15	173.52								420.67

Travel & Expense Account Summary & Detail
--

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Fisher House	02/06/09	Mileage, Personal Auto	201.30	Cash
Regular Travel	Gold Star	02/26/09	Mileage, Personal Auto	96.80	Cash
Regular Travel	Gold Star	02/26/09	Bridge Tolls	4.00	Cash
Regular Travel	Reagan	03/07/09	Mileage, Personal Auto	104.50	Cash
Regular Travel	Reagan	03/07/09	Lodging	97.00	Cash
Regular Travel	Reagan	03/08/09	Mileage, Personal Auto	103.95	Cash
Regular Travel	Cabazon	03/18/09	Commercial Air Fare	138.60	Direct Charge
Regular Travel	Cabazon	03/18/09	Lodging	108.55	Cash
Regular Travel	Cabazon	03/19/09	Commercial Air Fare	101.50	Direct Charge
Regular Travel	Cabazon	03/19/09	Auto Rental	40.64	Direct Charge
Regular Travel	Cabazon	03/19/09	Gasoline	9.38	Corporate Card
Regular Travel	Cabazon	03/19/09	Breakfast	6.00	Cash
Regular Travel	Cabazon	03/19/09	Lunch	10.00	Cash
Regular Travel	Cabazon	03/19/09	Incidentals	6.00	Cash